

**RAC II MODEL STATEMENT OF WORK FOR  
COMMUNITY ENGAGEMENT ACTIVITIES  
FLORIDA PHOSPHATE PROJECT, WEST-CENTRAL, FLORIDA**

July 2010

**Contract No: EP-S4-09-02**

**Task Order No:**

**Introduction**

**PURPOSE**

The purpose of this task order is to provide Community Engagement support for the Florida Phosphate Project. The estimated completion date for this task order is **April 26, 2013**.

**SITE DESCRIPTION**

The Coronet Industries, Inc. Site is the location of a former phosphate mine and a chemical processing plant that produced deflourinated phosphate which was marketed as a nutritional supplement for animal feed. Mining operations began in 1906, with the other deflourinated phosphate and potassium fluorobromate operations starting in 1946 and 1958, respectively. Production of potassium fluorobromate was later produced and marketed for use in aluminum alloy and electronics industries. Plant operations ceased in 2004. The Coronet Industries, Inc. is also one of the 28 former phosphate mining sites that EPA is evaluating pursuant to the "Florida Phosphate Initiative" project.

EPA entered into an order with Coronet Industries in 2007, for an RI/FS on the 980-acre parcel of the site currently owned by Coronet Industries. At this parcel, phosphate mining was conducted until 1946, as well as, being the location of the chemical plant. Coronet purchased the parcel in 1994, and continued the production of the animal feed until closing in 2004. Much of the balance of the Coronet property (1500 acres) is currently owned by Lakeside Station. Lakeside Station is considered a "Bonafied Prospective Purchaser" for the Lakeside Station parcel. Various options (i.e., BFPP Work Agreement; Brownfields Site Rehabilitation Agreement; Enforcement or Fund-Lead RI/FS) are under consideration for conducting the RI/FS at the Lakeside Station Parcel.

In addition to the presence of various metals, spoils from the mining operations are expected to be contaminated with radionuclides above federal criteria. Processing at the chemical plant has released other metals to the environment. The State has documented areas of soil, sediment, groundwater, and surface water contamination on the 980-acre portion of the Coronet site. The State has also closed one of the larger ponds on the 980-acre portion of the site.

Field work for RI of the 980-acre parcel is largely complete and preparation of the Risk Assessment and screening of alternatives for the FS are scheduled to begin in May 2009.

The Draft RI Report is scheduled to be completed by August 2010. An RI/FS must still be conducted for the Lakeside Station portion of the property.

## GENERAL REQUIREMENTS

This task order requires the contractor to prepare a Community Involvement/Engagement Plan and Communication Strategy for the Coronet Industries and Lakeside Station portions of the Coronet Site. The Plan will primarily address Community Involvement (CI) during the RI/FS and ROD phases of the project. The plan should also acknowledge and anticipate the need to address broader the scope of the Florida Phosphate Initiative that may arise during the course of the CI activities for the Coronet Site. The Contractor must furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the CI activities for the RI/FS in accordance with the requirements of this SOW.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

A list of primary guidance and reference material is provided in Attachment 3. In all cases, the contractor shall use the most recently issued guidance.

Communicate at least monthly with the EPA TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the TOM/COR within five working days of the meeting or conversation.

EPA provides oversight of contractor CI activities throughout the RI/FS. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's

responsibility to provide effective protection of public health, welfare, and the environment. EPA also reviews deliverables to assess the likelihood that the RI/FS achieves its goals and that its performance and operations requirements have been met. Acceptance of deliverables by EPA does not relieve the RI/FS contractor from responsibility for the adequacy of the deliverables or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

The Contractor is responsible for maintaining all CI and financial records for this task order in accordance with the contract. At the completion of the task order, the Contractor shall submit an official record of work in both compact disk and a hardcopy to the TOM/COR.

## USEPA PRIMARY CONTACTS

The primary contact for this task order is Brad Jackson. He/she can be reached at (404) 562-8925, via facsimile at (404) 562-8896, or via e-mail at [jackson.brad@epa.gov](mailto:jackson.brad@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, SW, Atlanta, Georgia, 30303. The secondary contact is LaTonya Spencer. She can be reached at (404) 562-8463, via facsimile (404) 562-8896, or via e-mail at [spencer.latonya@epa.gov](mailto:spencer.latonya@epa.gov). Her mailing address is the same as Mr. Jackson's.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by April 26, 2013.

## Community Involvement/Engagement Work Planning

This work element involves planning for the execution and overall management of this task order. The technical and managerial activities required to implement the CI activities and the associated costs shall be developed during the planning phase and detailed in the CI work plan and cost estimate.

## WORK PLAN

WBS: 1.1

Prepare and submit a CI Work Plan Memorandum that includes a detailed description of scoping and implementation of CI activities. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Regional personnel will be available to meet (or conduct a conference call) with the contractor 7 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have

regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.

- X Conducting a site-visit with the TOM/COR during the RI/FS planning phase to assist in developing an understanding of the site and any logistics.
- X Preparing and submitting a final CI Work Plan Memorandum within 14\_calendar days after the scoping meeting. The Work Plan Memorandum shall include a detailed description of the technical approach for the CI activities in accordance with the EPA Community Involvement Handbook (April 2005) and EPA Handbook on “Communicating Radiation Risk (July 2007). Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised Work Plan Memorandum, if the contractor fails to meet the Region’s minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- X Providing conflict of interest disclosure.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Manage, track, and report status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.

- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

## COMMUNITY INVOLVEMENT (CR)

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RI/FS in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992).

The Coronet Site RI/FS is unique, because it is the first RI/FS conducted among the 28 phosphate mining sites located in West-Central, Florida. As such, the CI activities will in many ways “test” and establish the “protocol” for the other CI activities at the other phosphate mining sites. In addition, while the scope of this project focuses primarily on the issues for the Coronet Site, the CI activities must also keep in mind that this is only a portion of a regionally complex project and should be prepared to contemplate addressing some of the broader issues.

Several draft CI Plans and Communication Strategies have formerly been developed for the Florida Phosphate Project and the Coronet Site. These plans should be reviewed and used, as appropriate, in the preparation of the CI Plan for the Coronet Site.

It is also anticipated that specialized expertise in “message mapping” and “communicating radiation risks” will be needed in helping formulate appropriate “risk communication messages.”

These tasks include, but are not limited to, the following:

- X Conducting community interviews.
- X Developing Community Involvement Plan (CIP).
- X Providing public meeting and/or open house support.
- X Preparing fact sheets, notices and other informational documents.
- X Providing support for proposed plan.
- X Providing public hearing support.
- X Publishing public notices in local newspapers serving the site community.

- X Maintaining public information repository.
- X Developing and updating site mailing lists.
- X Providing administrative and technical support for Responsiveness Summary.
- X Preparing presentation materials.
- X Implementing other community involvement activities as identified by the site-specific CIP or EPA.
- X Providing technical support to review Community Involvement deliverables and participate in public meetings.
- X Coordinating CI activities with the TAP recipient.

#### POST RI/FS SUPPORT (PR)

WBS: 13

Provide support required for preparation of the ROD for the site. The final recommendation contained in the ROD shall represent the opinion and recommendation of EPA not that of the contractor. Typical activities include, but are not limited to, the following:

- X Attending public meetings, briefings, public hearings, technical meetings with PRPs.
- X Preparing presentation materials.
- X Providing technical assistance in the preparation of the Responsiveness Summary.
- X Providing technical assistance in the preparation of the Proposed Plan and ROD.

#### ADMINISTRATIVE RECORD (AR)

WBS: 14

Assist in producing and mainting the Administrative Record. Typical activities include, but are not limited to, the following:

- X Attending meetings with EPA TOM/COR, Site Attorney, and Administrative Record Coordinator.
- X Providing assistance in compiling documents comprising of the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified.
- X Preparing Draft Administrative Record Index in accordance with EPA Regional guidance or other procedures as specified.
- X Preparing Administrative Record Index.

X Coordinating duplication of Administrative Record.

X Assembling Administrative Record and Index.

#### TASK ORDER CLOSEOUT (CO)

WBS: 15

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include, but are not limited to, the following:

X Packaging and returning documents to the government.

X Duplicating/distribution/storage of files.

X Archiving files in accordance with Federal Record Center requirements.

X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

### Attachment 1

#### Summary of Major Submittals for the Community Involvement/Engagement Activities at the Coronet Site, Plant City, Florida

DELIVERABLE	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
CI Work Plan Memorandum	3	14 days after initiation of task order (TO)	14 days after receipt of work plan
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Fact Sheets	3	As needed	[number] days after receipt of fact sheet
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Closeout Report	3	30 days after final EE/CA Report submitted	21 days after receipt of report
Final Costs	3	90 days after Task Order closeout	NA



## **Attachment 2**

### **Work Breakdown Structure (WBS) for Community Involvement/Engagement in Support of Remedial Investigation/Feasibility Study (RI/FS)**

**Task 1      Project Planning and Support** **(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.

**Task 2      Community Involvement** **(CR)**

- 2.1 Conduct community interviews.
- 2.2 Prepare Community Involvement Plan (CIP).
- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.5 Provide support for proposed plan.
- 2.6 Provide public hearing support.
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.8 Maintain public information repositories.
- 2.9 Develop and update site mailing list.
- 2.10 Provide administrative and technical support for Responsiveness Summary.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

**Task 13      Post RI/FS Support** **(PR)**

- 13.1 Attend public meetings, briefings, public hearings, technical meetings with PRPs.
- 13.2 Prepare presentation materials.
- 13.3 Provide technical assistance in the preparation of the Responsiveness Summary.
- 13.4 Provide technical assistance in the preparation of the Proposed Plan and ROD.

**Task 14 Administrative Record** **(AR)**

- 14.1 Attend meeting with EPA TOM/COR, Site Attorney, and Administrative Record Coordinator.
- 14.2 Provide assistance in compiling documents comprising of the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified.
- 14.3 Prepare Draft Administrative Record Index in accordance with EPA regional guidance or other procedures as specified.
- 14.4 Prepare Administrative Record Index.
- 14.5 Coordinate duplication of Administrative Record.
- 14.6 Assemble Administrative Record and Index.

**Task 15 Task order Closeout** **(CO)**

- 15.1 Package and return documents to the government.
- 15.2 Duplicate, distribute, and store files.

- 15.3 Archive files in accordance with Federal Record Center requirements.
- 15.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 15.5 Prepare the Task order Closeout Report (TOCR).

## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA						DATE:		TRANSMITTAL NO.	
TO:				FROM:				<input type="checkbox"/> New Transmittal  <input type="checkbox"/> Re-submittal of Transmittal No. _____	
SUBTASK NO.		DELIVERABLE				NO. OF COPIES		REMARKS	
ACCEPTANCE ACTION									
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)					NAME/TITLE/SIGNATURE OF REVIEWER				
					DATE				

## Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			WORK ASSIGNMENT NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS